



**Town of Surfside  
DESIGN REVIEW BOARD/  
PLANNING & ZONING BOARD  
AGENDA**

**October 26, 2017 – 7:00 p.m.**

Town Hall Commission Chambers –  
9293 Harding Ave, 2<sup>nd</sup> Floor, Surfside, FL 33154

*Any person who received compensation, remuneration or expenses for conducting lobbying activities is required to register as a lobbyist with the Town Clerk prior to engaging in lobbying activities per Town Code Sec. 2-235. "Lobbyist" specifically includes the principal, as defined in this section, as well as any agent, officer or employee of a principal, regardless of whether such lobbying activities fall within the normal scope of employment of such agent, officer or employee. The term "lobbyist" specifically excludes any person who only appears as a representative of a not-for-profit corporation or entity (such as charitable organization, a trade association or trade union), without special compensation or reimbursement for the appearance, whether direct, indirect, or contingent, to express support or opposition to any item.*

*Per Miami Dade County Fire Marshal, the Commission Chambers has a maximum capacity of 99 people. Once reached this capacity, people will be asked to watch the meeting from the first floor.*

**DESIGN REVIEW BOARD**

**1. Call to Order/Roll Call**

**2. Approval of Minutes – September 28, 2017**

**3. Design Review Board Applications:**

**A. 1404 Biscaya Drive – Carport Conversion** - The applicant is requesting to convert their carport to additional living space.

**B. 9025 Dickens Avenue – Garage Conversion** - The applicant is requesting to convert their garage to additional living space along with 118 square feet of additional living space.

**C. 9340 & 9348 Harding Avenue – Fence** - The applicant is requesting after the fact approval for a four-foot-high decorative aluminum style fence along the front portion of the properties.

**4. Adjournment**

# **PLANNING & ZONING BOARD**

- 1. Call to Order/Roll Call**
- 2. Commissioner Daniel Gielchinsky- Town Commission Liaison Report**
- 3. Planning and Zoning Board Member – Sustainability Subcommittee Liaison Report**
- 4. Approval of Minutes – September 28, 2017**
- 5. Dune Crossover Ordinance**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA AMENDING CHAPTER 90 “ZONING”, SECTION 90-37 “SPECIAL EXCEPTIONS,” TO PROVIDE A SPECIAL EXCEPTION APPROVAL PROCESS AND RELATED CRITERIA FOR DUNE CROSSOVERS; AND BY AMENDING SECTION 90-60 “CONSTRUCTION ADJACENT TO BULKHEAD LINES” TO PERMIT DUNE CROSSOVERS ONLY IF APPROVED BY SPECIAL EXCEPTION; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

- 6. Discussion Items:**
  - A. Driveway Modification**
  - B. Maximum Building Length & Parking**
  - C. Sea Level Rise (Verbal)**
  - D. Pedestrian Walkability (Verbal)**
  - E. Future Agenda Items**

- 7. Adjournment**

THIS MEETING IS OPEN TO THE PUBLIC. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, ALL PERSONS THAT ARE DISABLED; WHO NEED SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS MEETING BECAUSE OF THAT DISABILITY SHOULD CONTACT THE OFFICE OF THE TOWN CLERK AT 305-861-4863 EXT. 226 NO LATER THAN FOUR DAYS PRIOR TO SUCH PROCEEDING.

IN ACCORDANCE WITH THE PROVISIONS OF SECTION 286.0105, FLORIDA STATUTES, ANYONE WISHING TO APPEAL ANY DECISION MADE BY THE TOWN OF SURFSIDE COMMISSION, WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING OR HEARING, WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSE, MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE WHICH RECORD SHALL INCLUDE THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

AGENDA ITEMS MAY BE VIEWED AT THE OFFICE OF THE TOWN CLERK, TOWN OF SURFSIDE TOWN HALL, 9293 HARDING AVENUE. ANYONE WISHING TO OBTAIN A COPY OF ANY AGENDA ITEM SHOULD CONTACT THE TOWN CLERK AT 305-861-4863. A COMPLETE AGENDA PACKET IS ALSO AVAILABLE ON THE TOWN WEBSITE AT [www.townofsidesidefl.gov](http://www.townofsidesidefl.gov).

TWO OR MORE MEMBERS OF TOWN COMMISSION OR OTHER TOWN BOARDS MAY ATTEND AND PARTICIPATE AT THIS MEETING.

THESE MEETINGS MAY BE CONDUCTED BY MEANS OF OR IN CONJUNCTION WITH COMMUNICATIONS MEDIA TECHNOLOGY, SPECIFICALLY, A TELEPHONE CONFERENCE CALL. THE LOCATION 9293 HARDING AVENUE, SURFSIDE, FL 33154, WHICH IS OPEN TO THE PUBLIC, SHALL SERVE AS AN ACCESS POINT FOR SUCH COMMUNICATION.



**Town of Surfside  
DESIGN REVIEW BOARD/  
PLANNING & ZONING BOARD  
MINUTES**

**September 28, 2017 – 7:00 p.m.**

Town Hall Commission Chambers –  
9293 Harding Ave, 2<sup>nd</sup> Floor, Surfside, FL 33154

**DESIGN REVIEW BOARD**

**1. Call to Order/Roll Call**

Chair Lindsay Lecour called the meeting to order at 7:01 p.m.

Deputy Clerk Elora Riera called the roll with the following members present:

Chair Lindsay Lecour, Vice Chair Judith Frankel, Board Member Peter Glynn and Board Member Jorge Gutierrez. Board Member Richard Iacobacci and Board Member Brian Roller were absent.

**2. Approval of Minutes – August 31, 2017**

Board Member Gutierrez made a motion to adopt the minutes. The motion received a second from Board Member Glynn and all voted in favor with Board Members Iacobacci and Roller absent.

**3. Design Review Board Applications:**

**A. 9569 Harding Avenue – Sign** - The applicant is requesting one (1) illuminated wall sign for an AT&T retail business. The applicant is proposing channel letters on a raceway with a logo.

Town Planner Sarah Sinatra presented the item.

Board Member Glynn made a motion to approve with the following conditions:

1. Proposed sign shall be off-set from the wall a minimum of one quarter inch to a maximum of two inches to permit rain water to flow down the wall face.
2. The wall face shall be reconditioned and painted as necessary.

The motion received a second from Board Member Gutierrez and all voted in favor with Board Members Iacobacci and Roller absent.

**B. 9165 Froude Avenue – Garage Conversion and Addition** - The applicant is requesting a 350-square foot addition to the rear side of the house as well as a 216-square foot covered terrace to the rear of the property. Also included is a request to convert the garage to additional living space.

Town Planner Sarah Sinatra presented the item. The applicant answered questions from the Board. The Board discussed the item and added two additional conditions.

Board Member Glynn made a motion to approve with the following conditions:

1. At time of Building Permit, the driveway needs to be enlarged to meet the minimum requirements for 2 parking spaces for a single-family residence. The minimum parking space size is 9'x18' per each space.
2. At time of Building Permit, landscaping is required to be added at the base of the house where the garage door used to be.
3. Provide survey at Building Permit to check lot coverage.
4. Color needs to match existing home.

The motion received a second from Board Member Gutierrez and all voted in favor with Board Members Iacobacci and Roller absent.

**C. 8858 Dickens Avenue – Addition** - The applicant is requesting to build a 2,074.4-square foot two-story addition on the rear side of the structure. Town Planner Sarah Sinatra presented the item. The Board discussed the item and the applicant answered questions from the Board.

Board Member Glynn made a motion to approve with the following condition:

1. The crown of road spot elevations will need to be verified at time of Building Permit application.

The motion received a second from Vice Chair Frankel and all voted in favor with Board Members Iacobacci and Roller absent.

**D. 8927 Abbott Avenue – Addition** - The applicant is requesting to demolish an existing Florida room and replace with an 803.0 square foot addition to the rear side of the house. Town Planner Sarah Sinatra presented the item. The architect spoke on the item and presented some visuals of the project. The Board discussed the item and gave their views.

Board Member Gutierrez made a motion to approve with the following condition:

1. The A/C unit shall be concealed.

The motion received a second from Board Member Glynn. The motion carried 3/1 with Chair Lecour voting in opposition. Board Members Iacobacci and Roller were absent.

**E. 9000 Abbott Avenue – Addition** - The applicant is requesting to demolish an existing garage and sunroom and replace with a 1,444.0 square foot two-story addition to the secondary front and rear side of the house. The applicant is also proposing a pool, pool deck, fencing, and a new driveway. Town Planner Sarah Sinatra presented the item.

Board Member Glynn made a motion to approve with the following condition:

1. At the time of Building Permit, the front fencing above 2 feet in height needs to be verified that it meets the less than 50% capacity requirement.

The motion received a second from Board Member Gutierrez and all voted in favor with Board Members Iacobacci and Roller absent.

4. **Adjournment**

There being no further business to come before the Design Review Board, Board Member Gutierrez made a motion to adjourn the meeting. The motion received a second from Board Member Glynn and all voted in favor. Meeting adjourned at 7:40pm.

Accepted this \_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Chair Lindsay Lecour

Attest:

\_\_\_\_\_  
Sandra Novoa, MMC  
Town Clerk

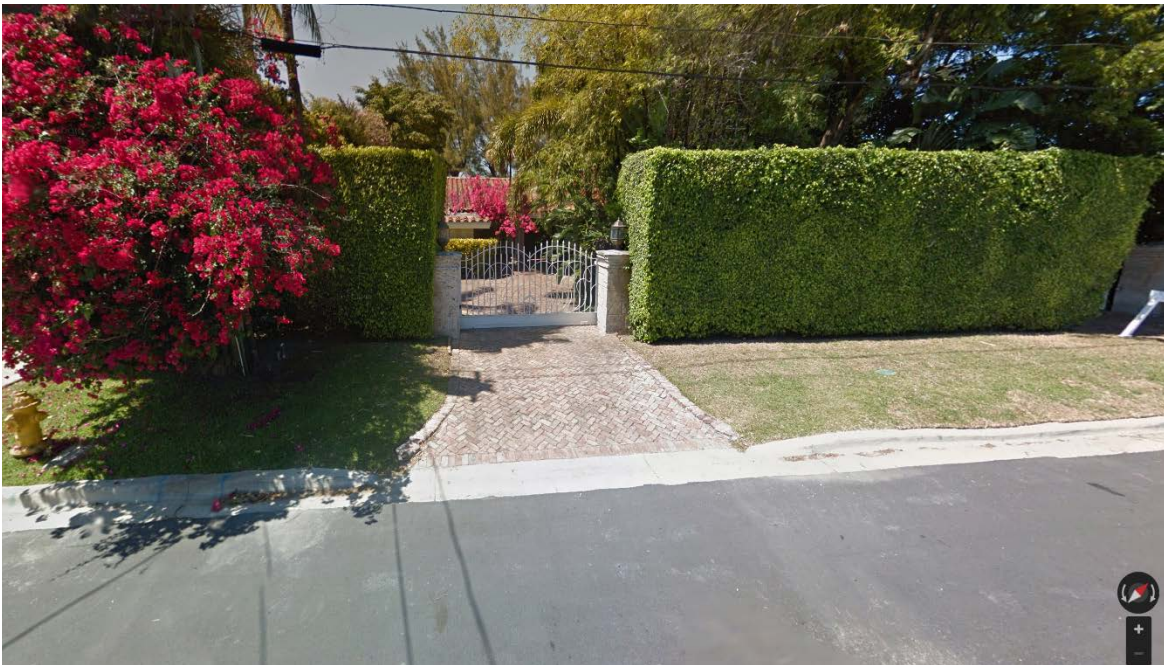


# MEMORANDUM

To: Design Review Board  
Thru: Guillermo Olmedillo, Town Manager  
From: Sarah Sinatra Gould, AICP, Town Planner  
CC: Lillian Arango, Town Attorney  
Date: October 26, 2017  
Re: 1404 Biscaya Drive – Carport Conversion

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The property is located at 1404 Biscaya Drive, within the H30A zoning. The applicant is requesting to convert their carport to additional living space. This application was deferred from the August 31, 2017 Board meeting. The Design Review Board requested additional information about materials and color elevation. The applicant has submitted additional information for the Board to review and consider.



Staff has reviewed the current application for consideration by the Design Review Board. In this report Staff presents the following:

- Applicable Zoning Code regulations, along with the results of the review
- Staff Recommendation

## STANDARDS / RESULTS

### Town of Surfside Zoning Code, Applicable Requirements

**Sec. 90.50 Architecture and roof decks**

Wall openings	10% for all elevations	All facades meet or exceed the 10% minimum wall opening requirement where the opens for the carport were.
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**Sec. 90-50.1 (5) Garage Facades**

Required	Proposed
1 window	Windows are being added in the areas that were open for the carport on the east and west sides.
Landscaping required along the base	Landscaping is not required since the carport opening did not face the street.

**Sec. 90-77 Off-street Parking Requirements**

Required	Minimum Space Requirements	Proposed
Single-family	2 spaces	+2 spaces are provided.

**Windows and Trims**

Required	Proposed
Window styles should always be consistent among all elevations of a building.	Consistent.
Frame materials should never vary on a single building.	No variation.
Window, door and eave trim should be consistent on all elevations of the house	Consistent.

## RECOMMENDATION

The Board should review and consider the applicant's additional information.



# MEMORANDUM

To: Design Review Board  
Thru: Guillermo Olmedillo, Town Manager  
From: Sarah Sinatra Gould, AICP, Town Planner  
CC: Lillian Arango, Town Attorney  
Date: October 26, 2017  
Re: 9025 Dickens Avenue – Garage Conversion

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The property is located at 9025 Dickens Avenue, within the H30B zoning. The applicant is requesting to convert their garage to additional living space along with 118 square feet of additional living space.



Staff has reviewed the current application for consideration by the Design Review Board. In this report Staff presents the following:

- Applicable Zoning Code regulations, along with the results of the review
- Staff Recommendation



## STANDARDS / RESULTS

### Town of Surfside Zoning Code, Applicable Requirements

#### ***Sec. 90-50.1 (5) Garage Facades***

Required	Proposed
1 window	1 window
Landscaping required along the base	Landscaping has not been provided. A condition of approval has been added.

#### ***Sec. 90-77 Off-street Parking Requirements***

Required	Minimum Space Requirements	Proposed
Single-family	2 spaces	2 spaces have been provided in a new driveway.

#### ***Windows and Trims***

Required	Proposed
Window styles should always be consistent among all elevations of a building.	Consistent.
Frame materials should never vary on a single building.	No variation.
Window, door and eave trim should be consistent on all elevations of the house	Consistent.

## RECOMMENDATION

Staff recommends approval with the following conditions:

1. Landscaping shall be placed in front of the converted garage.



# MEMORANDUM

To: Design Review Board  
Thru: Guillermo Olmedillo, Town Manager  
From: Sarah Sinatra Gould, AICP, Town Planner  
CC: Lillian Arango, Town Attorney  
Date: October 26, 2017  
Re: 9340 and 9348 Harding Avenue - Fence

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The properties located at 9340 and 9348 Harding Avenue are within the H30B zoning district. The applicant is requesting after the fact approval for a four foot high decorative aluminum style fence along the front portion of the properties. The sites are home to Magen David Congregation, who has fenced in the front yard. The applicant has planted shrubs on the outside of the fence, which helps conceal the fence from Harding Avenue.



## STANDARDS / RESULTS

### Town of Surfside Zoning Code, Applicable Requirements

#### *Sec. 90.56 Fences, walls and hedges*

	<b>Required</b>	<b>Proposed</b>
Fence	Fences in the front are only permitted with the Planning and Zoning Board's approval.	Aluminum rail fencing has been installed within the front setback of both properties. The applicant is requesting after the fact approval.

#### *Sec. 90-56.4 Front yard and corner yard fences and ornamental walls—Table.*

<b>Frontage</b>	<b>Maximum Height (Feet)</b>	<b>Maximum Opacity (Percent)</b>	<b>Proposed</b>
50 feet	4.5 feet	All wall and fence surfaces above two (2) feet measured from grade shall maintain a maximum opacity of fifty (50) percent	4 foot aluminum rail fence has been installed. Maximum opacity is 50%

### **Recommendation**

Staff recommends approval.

**SITE PLAN PACKAGE  
BACKUP IS AVAILABLE IN  
THE TOWN CLERK'S  
OFFICE.**

**THANK YOU.**

## **PLANNING & ZONING BOARD**

### **1. Call to Order/Roll Call**

Chair Lindsay Lecour called the meeting to order at 7:40 p.m.

Deputy Clerk Elora Riera called the roll with the following members present:

Chair Lindsay Lecour, Vice Chair Judith Frankel and Board Member Peter Glynn. Board Member Richard Iacobacci and Board Member Brian Roller were absent. Commissioner Daniel Gielchinsky attended as liaison.

### **2. Commissioner Daniel Gielchinsky- Town Commission Liaison Report**

Commissioner Gielchinsky gave an update and also said the Town Manager will coordinate a meeting with the Sustainability Subcommittee and the Planning and Zoning Board.

Vice Chair Frankel spoke about undergrounding of utilities and FPL. Town Manager Olmedillo and Chair Lecour also spoke on that item.

### **3. Planning and Zoning Board Member – Sustainability Subcommittee Liaison Report**

### **4. Approval of Minutes – August 31, 2017**

Board Member Glynn made a motion to adopt the minutes. The motion received a second from Vice Chair Frankel and all voted in favor with Board Members Iacobacci and Roller absent.

### **5. Discussion Items:**

#### **A. Sea Level Rise and Freeboard – Verbal**

Town Planner Sarah Sinatra presented the item with two proposals and gave an update.

Board Member Richard Iacobacci arrived at 7:57 p.m.

#### **B. Pedestrian Circulation – Verbal**

Town Manager Olmedillo gave an update. Chair Lecour asked for a more specific diagram of the proposed pilot program for the next meeting. The business district was also discussed.

#### **C. Sustainability Sub-Committee Agenda Items – Verbal**

Town Manager Olmedillo spoke on the subject and said the Committee gets direction from P&Z. There was discussion and Chair Lecour would like the Sub-Committee's help on sea-level rise, storm surge, seawalls, the dunes and beach. The PEM Program was also mentioned.

**D. Future Agenda Items**

**6. Adjournment**

There being no further business to come before the Planning and Zoning Board, Board Member Glynn made a motion to adjourn the meeting. The motion received a second from Vice Chair Frankel and all voted in favor with Board Member Roller absent. The meeting adjourned at 8:21 pm.

Accepted this \_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Chair Lindsay Lecour

Attest:

\_\_\_\_\_  
Sandra Novoa, MMC



## Town of Surfside Planning & Zoning Communication

**Agenda Date:** October 26, 2017  
**Subject:** Crossovers of the dune  
**From:** Sarah Sinatra Gould, AICP, Town Planner

The Sustainability Committee has indicated a desire to prohibit additional crossovers of the dune, which have the potential to compromise the ecological integrity of the dune. The request is to modify the code to establish a limitation.

Pursuant to Section 161.053, Florida Statutes, the Florida Department of Environmental Protection (FDEP) regulates activities seaward of the Coastal Construction Control Line.

Pursuant to Section 161.053(3), Florida Statutes,

“A coastal county or coastal municipality may establish coastal construction zoning and building codes in lieu of the provisions of this section if such zones and codes are approved by the department as being adequate to preserve and protect the beaches and coastal barrier dunes adjacent to such beaches, which are under the jurisdiction of the department, from imprudent construction that will jeopardize the stability of the beach-dune system, accelerate erosion, provide inadequate protection to upland structures, endanger adjacent properties, or interfere with public beach access. Exceptions to locally established coastal construction zoning and building codes may not be granted unless previously approved by the department. The intent of this subsection is to provide for the local administration of established coastal construction control lines through approved zoning and building codes if desired by local interests and where such local interests have, in the judgment of the department, sufficient funds and personnel to adequately administer the program. Should the department determine at any time that the program is inadequately administered, the department may revoke the authority granted to the county or municipality.”

The proposed language limits the crossovers of the dune. Town Administration has been in contact with FDEP who has stated that the Town may proceed codifying this language.



The Sustainability Committee has made a motion to request the Planning and Zoning Board to review. Planning and Zoning directed staff to prepare an ordinance to the Town Commission. The Town Commission approved the ordinance on first reading.

Staff is proposing to allow a crossover of the dune only if approved by a Special Exception, which is required to be granted by the Town Commission. The proposed ordinance also includes language describing the criteria for applying for a Special Exception specific to crossovers.

**Staff Recommendation:** Approval

\_\_\_\_\_  
Sarah Sinatra Gould, AICP, Town Planner

\_\_\_\_\_  
Guillermo Olmedillo, Town Manager





## Town of Surfside Planning and Zoning Communication

**Agenda Date:** October 26, 2017

**Subject:** Driveway Modifications

**From:** Sarah Sinatra Gould, AICP, Town Planner

**Background:** The Planning & Zoning Board has reviewed applications where a driveway extends beyond the front of a house. The Board requested that Staff prepare an ordinance prohibiting this condition. Staff is proposing that the language include an option to appear before the Design Review Board should there be a special circumstance that an applicant would like to request.

The proposed language is as follows:

Sec. 90-61. - Paving in front and rear yards in H30 and H40 districts.

(8) A driveway shall not extend beyond the front plane of the home unless presented and approved by the Design Review Board on a case by case basis.

Please provide direction to staff on preparing an ordinance with the proposed language.

\_\_\_\_\_  
Sarah Sinatra Gould, AICP, Town Planner

\_\_\_\_\_  
Guillermo Olmedillo, Town Manager



# MEMORANDUM

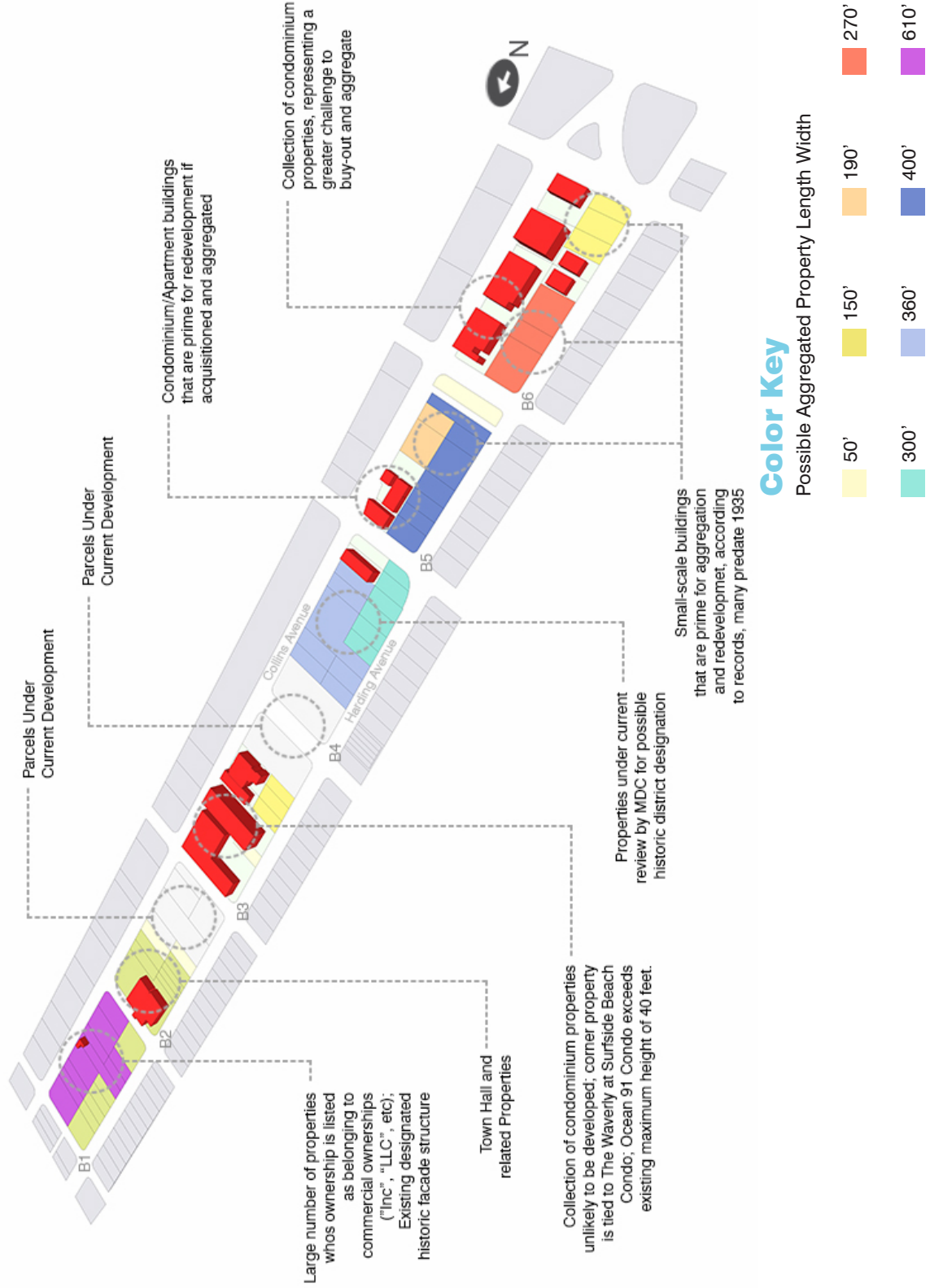
To: Planning & Zoning Board  
 Thru: Guillermo Olmedillo, Town Manager  
 From: Sarah Sinatra Gould, AICP, Town Planner  
 CC: Lillian Arango, Town Attorney  
 Date: October 26, 2017  
 Re: Maximum Building Lengths & Impacts of Development

At the February 16, 2017 Town Commission meeting, Commissioner Paul presented the attached discussion item. The Commission voted to have the Planning and Zoning Board discuss the item and provide a recommendation back to the Town Commission. The Planning and Zoning Board heard the item at the March 30, 2017 meeting and requested additional information. Since that time, the Board has made walkability and sea level rise the main focus. Now that these two items are moving forward for Town Commission review, staff is reintroducing this prior request by a Commissioner for further evaluation by the Board.

The following three items were presented and the feedback from the Planning and Zoning Board is provided below:

Topic	Board Discussion	Proposed Solution
Parking – Should the Town require one parking space per bedroom for multifamily.	The Board did not agree that one per bedroom was necessary and asked Staff to evaluate current parking situation in recently developed building. It appears that properties are not under parked and parking is accommodated. Parking in the neighborhoods could be a result of people trying to avoid paying for parking.	If parking is sufficient, the issue may be intrusion into the neighborhoods. A solution could be parking tags for overnight parking in the neighborhood on public roads.
Square footage & Bedrooms – should the square footage be a factor in evaluating impact.	The board asked staff to consider utilizing Floor Area Ratio (FAR) for multifamily and hotel development.	Staff has included this in the proposed update to the Comprehensive Plan. If adopted (deadline is January 2018) the Town will be required to undertake an analysis of FAR for multifamily and hotel development.
Maximum building lengths – should a maximum building length be proposed for the H30C and H40 zoning district.	Revisit the remaining area for aggregation. Consider the concept of breezeways.	Attached is the portion of the study relating to aggregation. The blocks south of 92 <sup>nd</sup> street between Collins and Harding have redevelopment potential.

# Maximum Possible Property Length Analysis



ITEM	OUTCOME	NEXT STEPS	TENTATIVE SCHEDULE	COMPLETE
<b>FUTURE PZ DISCUSSION ITEMS</b>				
Driveway	Prepare code modification that limits a driveway so that it does not exceed the front plane of the home.	Discussion item prepared	October PZ	
Maximum building lengths	Commission requested PZ board analyze parking, building length and square footage	PZ requested staff to analyze what is left for aggregation, look at existing parking structures and determine the need, look at ways to limit parking intrusion, cross access options and residential parking only. On square footage, look at cubic volume as well as FAR.	October PZ	
West Side of Collins Fences & Hedges in the front of single family residences	Discussion on amenities permitted Discussion on hedge height in the front	Discuss with PZ	November PZ Future PZ	
Stepback discussion	Commission has requested the PZ board analyze this requirement	Prepare visual and calculation of volume, how much square footage does this equate to	Future PZ	
Requiring larger sidewalks on east side of Collins	Discussion item for PZ from the Town Commission to require setback of walls and fences on Collins to provide larger sidewalks		Future PZ	
Impact fee discussion			Future PZ	
Ways to increase pervious area of lots	Place on PZ agenda for discussion. Provide PZ with current standards		Future PZ	

Request to Commission for a referendum on one-way streets in residential to support a streetscape plan	to a streetscape plan	In budget to perform analysis for update of undergrounding	PZ discussion on pedestrian safety and walkability	Presentation by the Town Manager at the November & December PZ meetings.	Ongoing
Trellis	Review if a trellis attached to the house is considered an accessory structure.	This has not been a reoccurring issue. Provide direction if this is necessary.			
Average side setback /Massing	Modify ordinance for additional side setbacks on upper floors for single family homes	Direction if this is necessary. The Town has already modified the code to prohibit covered balconies counted towards setbacks.			
Satellite dishes	Further review by staff	Direction if this is necessary. This issue has not come up as a problem and it is not clear if this is still desired to be regulated.			
Residential or commercial wind turbine regulations	Prepare ordinance regulating wind turbines including hurricane precautions, noise regulations, insurance considerations	Direction if this is necessary. This issue has not come up as a problem and it is not clear if this is still desired to be regulated.			
Green walls	Require green walls adjacent to alleys and other buildings that abut public right of ways	Direction if this is necessary. Green walls are permitted			
Final Inspections	Town Manager will analyze	Building performs inspections based on conditions on the plans. Need direction if anything further is necessary			
Tree Canopy Initiative/ Single family district Streetscape master plan	\$8,000 budgeted in the FY 2014-2015 budget for the tree canopy	Direction if a separate item is necessary as this has already been included in the streetscape project			
Landscape Plans	Require landscape plans for large scale renovations (renovations affecting more than 50% of the square footage of the house)	Provide direction if this is required.			
Setback for parapet above 30 feet on	Prepare ordinance to require additional setback	Direction if this is still necessary as the code could be modified to encourage pitched roofs.			

single family homes				
Architecturally Significant Ordinance	Discussion requested for modifications to the ordinance	Direction if this is necessary. There are only approximately 6 properties that could invoke this ordinance, but modifications to the ordinance could be time consuming and require graphics/analysis.	October Commission	Tying to give a foot, get a foot.
<b>ON UPCOMING COMMISSION AGENDA</b>				
Roof Pitch of Single Family	Modify ordinance to include roof pitch above top of the truss as an architectural feature	Provide side by side elevation in current code to the top of the flat roof to demonstrate it is 3 feet above the top of a pitched roof.	October Commission	Ongoing
Circulation pattern	Prepare graphics			
Give a foot, get a foot relating Sea Level Rise	Place on agenda for discussion on referendum	Prepare visuals, timeline and cross section.	October Commission	
- Flat Roof vs. Pitch roof				
<b>ON FUTURE COMMISSION AGENDA</b>				
Commercial waste and recycling container screening	Screening for containers, green screen, vegetation, include pictures from Commissioner Kligman	Draft code amendment		Did not move forward
Driveway material regulations	Modify code to allow stamped concrete and concrete slabs with decorative rock or grass in between	Draft code amendment		Did not move forward
Painting of commercial structures	Town Staff to prepare ordinance	Prepare ordinance for commission		Did not move forward
<b>COMPLETED</b>				
Requiring noticing for demolition of houses	Research option and place on agenda for discussion			Yes
H40, H30 & SDB40 Architecturally Significant ordinance	Review with PZ options for architecturally significant ordinance for other zoning districts.	PZ discussion	Will discuss budget with the Town Manager	Discussed at December PZ- Board requested table with

						zoning of H40 & H30. Scheduled for discussion for January PZ	
Sign-Definitions	Modify sign definitions for monument and sign area	Drafted code amendment					
Carpets	Require improved surface on frame	Addressed in Code				September PZ	Yes
Provide summary on construction hours and noise ordinance	Place update on PZ agenda.					September PZ	Yes
Workforce housing update						September PZ	Yes
Add requirement for licensed architect for DRB submittals	Reviewing entire section relating to DRB	Draft code amendment					May Commission Agenda
Corridor Analysis	Study corridor between Collins & Harding	Prepare code amendments			Work authorization to be approved in <b>NOVEMBER</b>	January Commission	Complete
Single Family Paint Colors	Discussion with the Planning & Zoning Board to determine if a color palette is appropriate for single family homes and what colors/criteria should be included	Place on future Planning and Zoning agenda for discussion			In contract	Will add to Joint Meeting with PZ/Commission.	Complete
Parking Trust Fund	Discussion with the Planning & Zoning Board to provide a cap for payment into the fund	Ordinance on July PZ agenda			In contract	July Commission for 1 <sup>st</sup> reading, July PZ August Commission for 2 <sup>nd</sup> reading	Complete
Turtle Lighting	Town Staff to prepare review	No ordinance necessary. Turtle lighting already required in code.			COMPLETE	Turtle Lighting	Town Staff to prepare review

Downtown Color Palette	Discussion with the Planning & Zoning Board to determine if a color palette is appropriate and what colors/criteria should be included	Place on future Planning and Zoning agenda for discussion	In contract	Replaced with repainting of structures.	Complete
Bay Drive & 96 <sup>th</sup> Street	Open Bay Drive off 96 <sup>th</sup> Street	Staff will research	Police and Building research	No change. Police Chief cited safety concerns	COMPLETE
Sign/awning code	Discussed at Joint Meeting	Staff beginning to work on draft	Work Authorization approved	July Commission August Commission	COMPLETE
As-built reviews for residential projects	Discuss increasing canopy in town, street trees, what can be planted in ROW	Research and prepare report for discussion and possible code amendment	In contract	March PZ	COMPLETE Added a program modification to FY2015 budget
Interpretation of base flood elevation for the H120 district	No change	No further action needed		N/A	COMPLETE
Solar panel regulations	Prepare ordinance regulating solar panels	Draft code amendment	In contract	March PZ	COMPLETE
Car charging station regulations	Prepare ordinance regulating car charging stations requiring them in new multi-family, research what other communities are doing	Draft code amendment	In contract	December PZ	COMPLETE
Pyramiding effects of setbacks in the H120 district	No action necessary since Planning and Zoning Board currently reviewing setbacks as part of wall frontage modifications			N/A	
Garage door clarification	Modify code to remove requirement for two separate garage doors	Draft code amendment	In contract	November PZ	COMPLETE
10% window opening	Discussion with the Planning &	Prepare ordinance	In contract	June PZ	November



requirement per story	Zoning Board	for commission			Commission for first reading
Landscaping in front of converted garage	Determine if landscaping planter is sufficient versus requiring landscaping.	Reviewed code and determined that planter is only permitted in cases where the driveway would be too short.	In contract	No further modification necessary	Yes
Sheds	Modify ordinance to increase square footage, but reduce height and add landscape requirements.	Draft code amendment	In contract	Discussed at March meeting.	Commission 1st reading in May-PZ in May